



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC HEALTH
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 1139BR

Posting Date: December 22, 2009

JOB TITLE	<u>ENVIRONMENTAL HEALTH SPECIALIST II</u>
EXAM NUMBER	PH5671B
FILING DATES	December 23, 2009 until needs are met
SALARY	\$4,323.82 - \$5,372.36 MONTHLY
POSITION INFORMATION	Enforces environmental health and consumer protection laws by making inspections, conducting investigations, and taking appropriate enforcement action.
ESSENTIAL JOB FUNCTIONS	Conducts periodic inspections of food establishments; reviews and observes utensil washing and sanitizing procedures; ensures that food equipment and appliances are clean and in good repair and takes appropriate enforcement action; completes reports of areas in violation; investigates complaints concerning the infestation of rodents and insects; conducts periodic inspections and investigates complaints concerning the improper disposal of garbage, rubbish, and sewage and other unsanitary conditions; recommends corrective measures and takes appropriate enforcement action; conducts specialized technical inspections and investigations to prevent and control consumer fraud; meets with concerned parties to discuss correction of deficiencies and to obtain compliance through appropriate enforcement action; initiates and participates in prosecution of environmental health cases of non-compliance; participates in communicable disease investigations; ensures that establishments being inspected have obtained a current public health license or permit; ensures that establishments receive and post a grade/score card; drives to various sites throughout the county conducting environmental health inspections, investigations, and enforcement of Federal, State and County public health laws.
MINIMUM REQUIREMENTS	<p>Certificate as a Registered Environmental Health Specialist issued by the California State Department of Health Services.</p> <p>Physical Class: 3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.</p> <p>Licenses: A valid California Class C Driver License is required to carry out job-related essential functions.</p> <p>Special Requirement Information: Please make sure you fill out the License/Certificate Section of your application. In addition you must attach a copy of the required license/certificate to your application at the time of filing. Applications submitted without the required evidence of licensure or certificate will be considered incomplete.</p>

Department of Public Health: Address: 5555 Ferguson Drive, Suite 200-01, City of Commerce, CA 90022
24-Hour Job Line: (800)970-LIST; TTY Phone: (213) 974-0911

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	<p>Successful applicants for this examination will be required to obtain a copy of their driving record from the California State Department of Motor Vehicles before being hired. <u>A copy of your driving record must be presented at the time of your appointment.</u> License must not be suspended, restricted or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.</p>
SPECIAL INFORMATION	<p>Shift: Any Shift Appointees may be required to work any shift including evenings, nights, weekends and holidays.</p>
VACANCY INFORMATION	<p>The Eligible Register resulting from this examination will be used to fill vacancies in Environmental Health Services as they occur.</p>
EXAMINATION CONTENT	<p>This examination will consist of two parts:</p> <p>Part 1: Written test covering Customer Service, Written Expression, Data Analysis & Interpretation (including Mathematical Ability) and Reading Comprehension weighted 35%.</p> <p><u>THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</u></p> <p>Applicants with disabilities who require special arrangements must provide the Examination Unit with written notification at the time of filing.</p> <p>ONLY THOSE CANDIDATES WHO ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE WRITTEN TEST WILL BE ELIGIBLE FOR THE INTERVIEW PORTION OF THE EXAMINATION.</p> <p>Part 2: Interview covering Interpersonal/Oral Communication/Customer Service Skills, Analytical & Decision-making Ability, Work Skills, Adaptability & Dependability and Field Trainer Capacity weighted 65%.</p> <p>CANDIDATE MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.</p>
ELIGIBILITY INFORMATION	<p>The names of candidates receiving a passing grade on the examination will be added to the Eligible Register and will appear in the order of their score group for a period of six (6) months following the date of eligibility.</p> <p>NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY SIX (6) MONTHS.</p>
APPLICATION INFORMATION	<p style="text-align: center;">*** IMPORTANT INFORMATION ***</p> <p>All applicants are required to submit a standard Los Angeles County Employment Application. You have the option of filing your application either by Hard Copy submission -OR- Online (via electronic submission). Please select only ONE method to file your application.</p> <p>This examination will remain open until the needs of the service are met. Application filing may be suspended at any time without advance notice. Facsimiles of the application and applications not submitted to the below address will not be accepted.</p> <p><u>Instructions for Filing Online:</u> The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will</p>

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not be accepted. To apply online, click on the link below on or after December 23, 2009.
https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1139BR

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 890-7855 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County Employment Application for this position will be accepted Monday through Friday between 8:00 a.m. and 5:00 p.m. at the location below. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. **COMPLETELY AND CORRECTLY, FILL OUT EVERY PORTION OF YOUR APPLICATION TO RECEIVE CREDIT FOR ALL RELEVANT EXPERIENCE, EDUCATION OR TRAINING.** Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, number of hours worked per week and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicant is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Public Health
Recruitment & Examining Office
5555 Ferguson Drive, Suite 220
City of Commerce, CA 90022
(323) 890-8488

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 869-8505.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 869-8505. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

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VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.